

STEPHANIE TUBBS JONES, OHIO  
CHAIRWOMAN

GENE GREEN, TEXAS  
LUCILLE ROYBAL-ALLARD, CALIFORNIA  
MICHAEL F. DOYLE, PENNSYLVANIA  
WILLIAM D. DELAHUNT, MASSACHUSETTS

WILLIAM V. O'REILLY,  
CHIEF COUNSEL/STAFF DIRECTOR

DAWN KELLY MOBLEY,  
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

DOC HASTINGS, WASHINGTON  
RANKING REPUBLICAN MEMBER


JO BONNER, ALABAMA  
J. GRESHAM BARRETT, SOUTH CAROLINA  
JOHN KLINE, MINNESOTA  
MICHAEL T. McCAUL, TEXAS

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

December 3, 2007

### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

**FROM:** Committee on Standards of Official Conduct  
Stephanie Tubbs Jones, Chairwoman  
Doc Hastings, Ranking Republican Member 

**SUBJECT:** Specialized Ethics Training for Congressional District Senior Staff

A specialized ethics training video is now available on Housenet, located on the Personnel page, for congressional district office senior staff who are not able to attend one of the Standards Committee's live training sessions. Training materials and certification forms for senior staff training are available on the Committee's website. Senior staff who are located in Washington, D.C. must attend one of the Committee's live training sessions.

Congressional district office staff are reminded that they must complete their **mandatory** ethics training requirements by the end of the year: all officers and employees must complete one hour of general ethics training, and all senior staff (any employee who filed a Financial Disclosure Statement in 2007) must complete one additional hour of specialized ethics training.

Revised district office employee training guidelines are attached to this memorandum. Members, officers, or employees with questions about their ethics training requirements should contact the Committee's Office of Advice and Education, at (202) 225-7103.

## **DISTRICT EMPLOYEE TRAINING GUIDELINES\***

On April 3, 2007, the Standards Committee issued guidelines on the annual ethics training requirement for all officers and employees. As discussed in those guidelines, all House employees, including district staff, must certify to the Standards Committee that they have received one hour of general ethics training during the calendar year. In addition, House officers and certain senior level staff (those employees who filed a Financial Disclosure Statement during the year) must complete an additional hour of specialized ethics training annually. All new officers and employees must complete their ethics training within 60 days after beginning their service to the House.

District office employees may satisfy their certification requirement through attendance at a live training session when they are in Washington, D.C., by observing an on-line ethics training video developed by the Committee, or by other means as the Committee may provide. Both general and senior staff ethics training videos for congressional district employees, each lasting approximately one hour, are available through Housenet, located on the "Personnel" page. District office employees are encouraged to observe the videos in a group setting, if possible. Written training materials for district office employees are available on the Committee's website ([www.house.gov/ethics](http://www.house.gov/ethics)) for use in conjunction with the presentations.

Certification forms for completion by district office employees who observe the ethics training videos are available on the Committee's website. These forms must be co-signed by the employee's immediate supervisor verifying that the employee has observed the entire presentation. The certification forms should be provided to your office's Ethics Certification Officer, not directly to the Committee. Each ethics certification officer must compile all completed employee certification forms and submit them with a letter to the Standards Committee no later than January 31 of each year for training taking place in the preceding year.

If questions arise concerning the laws, rules, and standards of conduct addressed in the training videos, district office employees should contact the Committee's Office of Advice and Education, at (202) 225-7103.

---

\* These guidelines are an updated version of the guidelines issued by the Standards Committee on June 29, 2007, which have been revised to address the specialized ethics training requirement for senior staff.